

	MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM EMERGENCY/HOMELESS SHELTERS POLICY & PROCEDURE MANUAL	ISSUED 6/1/02	REVISED 4/09	CHAPTER 11	SECTION 11.1
CHAPTER Chapter 11. Procurement		SUBJECT Overview			

Procurement of goods and services involves purchase of the desired product at the lowest price possible. Achievement of this objective requires careful planning on the institution's part. The planning process must include, at a minimum, the following steps:

- Determining the purchase method;
- Developing a blue print to describe the product or service rendered. The blue print is referred to as an Invitation for Bid;
- Determining the criteria used to award the bid;
- Soliciting (recruiting) providers to supply the product;
- Evaluating the bids received;
- Awarding the bid; and
- Monitoring the contract to assure requirements of the contract are met.

When completing each of the above stages, it is mandatory that federal and state regulations are followed. The above steps and applicable regulations will be detailed in the following sections. Instructions and sample forms are available at: www.dhss.mo.gov/cacfp/Contracting_Food_Svc.

Regardless of the methods used for procurement, the shelter must assure that all procurement transactions, regardless of whether by sealed bids or by negotiation and without regard to dollar value are conducted in a manner that provides maximum open and free competition.

Competition is mandated so that Program goods, equipment, and services will be obtained at the lowest possible cost. All procurements must be made using competitive practices.

In order to assure that true competition is taking place, identical specifications, identical requests for bids or identical requests for proposals must be furnished to the potential vendors. All pertinent data must be made available to potential vendors.

To the extent possible, efforts must be made to include small, minority, women's, and labor surplus area firms on the solicitation list. These firms must be solicited when they are potential sources for purchased goods and services. When economically feasible, total requirements must be divided into small quantities and delivery requirements or schedules established to permit maximum participation by these firms.

When indicated, the services of the Small Business Administration and the Office of Minority Business Enterprise of the Department of Commerce should be used.